

JOB ANNOUNCEMENT - MONTGOMERY, AL
ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY (ADAH)
1 PERMANENT POSITION AVAILABLE - (hiring after December 1, 2007)
CULTURAL RESOURCES ASSISTANT

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Class Code: 30405

Pay Grade: 0056

Salary Range: \$23,181.60 - \$34,387.20

(New hires have the opportunity for a 5% raise at the end of a six-month probationary period. In addition, there will be a cost of living raise for all state employees in October 2008 of 3.5%)

The Alabama Department of Archives and History seeks a Cultural Resources Assistant to help with school tours, to oversee the department's hands-on gallery, and assist with other educational programs and activities.

The CRA will provide tours of the Archives museum for school children and other groups, help maintain visitor statistics, orient and assist museum visitors, help prepare exhibits and educational activity centers, maintain the appearance of the hands-on gallery, assist in the gift shop, and assist with department workshops and educational programs.

Some weekend work will be required.

Applications for the Cultural Resources Assistant (CRA) classification are currently being accepted until November 7. See announcement at http://personnel.state.al.us/Documents/Announcements/100702_A.pdf. To submit an application and see more information on the State of Alabama Personnel Department job application process go to <http://www.personnel.alabama.gov> and click on "Applicants."

Interested individuals are urged to submit applications for this register to State Personnel before November 7, 2007. In addition please submit a copy of your resume to ADAH at debbie.pendleton@archives.alabama.gov.

Applicants must meet the minimum requirements as established by State Personnel and hiring preference will be given to individuals with relevant experience related to the job duties described above.